

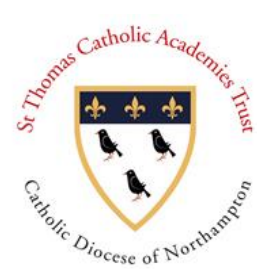


Learning, Growing
And Living with Jesus

St. ANTHONY'S CATHOLIC PRIMARY SCHOOL & NURSERY

In the Diocese of Northampton

Head Teacher: Mrs S Oppé, LLB, MA
Farnham Rd, Farnham Royal, Slough, Berkshire SL2 3AA
Tel: 01753 645828 | Email: post@stanthonys.slough.sch.uk



"The glory of God is
a human being fully alive"

Site Officer

St Anthony's Catholic Primary School and Nursery

**1130-1830, Monday to Friday and occasional weekend/evening hours as required; STCAT Support Staff
Scale Level 4: 9-11 FTE £21392-22,220**

Reporting: to the Head Teacher and School Business Manager

St Thomas Catholic Academy Trust is looking to recruit a resourceful and skilled site officer committed to maintaining and improving the environment for pupils, staff and visitors. The role is based at St Anthony's Catholic Primary School with plans to work within a wider Premises team across the Trust. The main responsibilities of this role are:

- To ensure a clean and safe working environment for Staff, pupils and visitors ensuring Health and Safety legislation and Policies are followed and the appropriate checks carried out.
- To ensure the highest possible level of security and safety at the school, through a process of regular cleaning, and routine and scheduled inspections and maintenance of buildings, grounds, fixtures and fittings to assess the need for minor or significant work or repairs
- To provide general maintenance of the school premises, undertaking general minor building repairs and decoration in accordance with instructions and current safety legislation

Main Responsibilities:

- Act as main key holder responsible for the overall security of the school, its premises and contents and ensuring that the school is locked up with alarms set in the evenings; attending call outs and supervising access to site outside normal working hours when necessary.
- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken ensuring that best value for money is obtained
- To work with the School Business Manager and Premises Assistant to develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with necessary supplies;
- To be responsible for the general tidiness and safety of outside areas, keeping surface drains free of obstruction, ensure pedestrian access is safe in all weather, conducting H&S audits of external play areas and fencing.
- To operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation and ensure that the most cost effective use is made of such systems
- To arrange regular services on heating systems and arrange appropriate service and maintenance work;

St Anthony's Catholic Primary School & Nursery has a commitment to safeguarding, and the welfare and wellbeing of children.

St Thomas Catholic Academies Trust; Registered Company Number: 9660515

Registered office: St Joseph's Catholic High School, Shaggy Calf Lane, Slough, Berkshire, SL2 5HW



- To monitor the condition of the school premises, undertake regular site inspections and record repair and maintenance requirements working with the School Business Manager to identify a programme of work.
- To undertake a range of re-decoration and minor repair/maintenance worked as agreed with the Head Teacher, with regard to day-to-day maintenance of the premises and its furnishings.
- To monitor the performance of the cleaning team to ensure a tidy, clean and well-maintained school environment
- To undertake a range of handyperson duties as directed by the Head Teacher and School Business Manager to contribute to the school premises and furnishings.
- To escort contractors and other persons to sites of repair and maintenance work, and where appropriate, monitor the safety of their working practices and quality of work.
- To work with the Premises Assistant in managing stocks of maintenance and janitorial equipment;
- Maintain and provide appropriate records, procedures and management information for internal and legislative requirements
- To assist in the moving and re-arranging of furniture and equipment to accommodate meetings, tests, plays, special events and lettings and conduct general portering duties as required for deliveries, special events, etc
- Ensure that all corridors and fire escape routes, plant and boiler rooms, cleaning cupboards, etc remain clear and unobstructed at all times
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met;
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings;
- To ensure that at the end of the day all doors, windows, and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly;
- To set and monitor the school heating and hot water systems;
- To ensure that the school is kept clean and tidy and is conducive to learning etc. Litter picking, collection and disposal of rubbish, disinfecting bins, ensuring toilets checked daily for fresh supplies of disposables etc
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept, and ensure they comply with PAT testing
- To escort and assist visitors and contractors when required

Required Skills/Experience:

Professional Experience:

- Previous experience of relevant Health & Safety Procedures combined with an ability and willingness to work within these guidelines;
- Experience of operating within, and adhering to, a planned maintenance schedule and other caretaking duties over a period of more than 1 annual cycle
- Proven experience in performing safety checks and maintaining appropriate logs and records, both manually and using computer packages;
- Comfortable in arranging Site Visits and managing contractors, understanding quotes and monitoring work including addressing any concerns with standards of their work
- Experience in commercial cleaning and use of different cleaning materials;
- Experience of working to deadlines and prioritising workload;
- Ideally significant experience or skills in a trade, but at a minimum needs general DIY skills and be competent at basic building repairs and maintenance.
- Willingness to participate in training and development programmes and a commitment to keep up to date with current legislations and maintain school premises within these
- Willing and able to operate hand tools, cleaning machines, etc and transport loads around the school site.
- The ability to understand and apply regulations such as Health and Safety. Manual Handling, COSHE, Legionella
- Ability to perform the physical tasks required by the role including lifting, carrying and pushing various equipment to undertake the duties of the post with a knowledge of moving and handling procedures, and working at height
- Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
- Practical experience of ordering stock and maintaining records
- Experience of maintaining plant/building heating systems, together with fire alarm/security systems

Personal Skills

Self-motivated individual able to work on own initiative as well as within a team. Willing to undertake involved tasks which require a good standard of practical knowledge and skills. Also need the ability to:

- deal with other staff, visitors and pupils in a polite and courteous manner
- prioritise and deal with multiple on-going tasks, and able to work on their own as well as within a team
- Comfortable in representing the school to external contractors and visitors;
- use own initiative, meeting deadlines and making decisions in emergencies
- willing and able to work outside normal hours and be on call for emergencies
- gather information, analyse data and problem solve
- manage own time effectively and demonstrate initiative including establishing priorities
- prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent responses
- adapt calmly to changing and conflicting demands
- demonstrate an understanding of children and safeguarding legislation
- contribute to the life of the school
- adhere to the school's policies and procedures and most importantly to the child protection and health and safety related policies

Daily Duties

- Open and close external pedestrian and road gates at the appropriate times
- Stock areas of the school with toilet paper and paper towels where required
- Clean identified areas of the school
- General portering duties
- Ensure all waste has been collected and assembled in the appropriate areas for collection
- Read and action log books to ensure the cleanliness and maintenance of the school premises
- Daily visual checks of fire and security alarms panel
- Lock up the school and ensure all alarms are set

Weekly Duties

- Test the fire alarms, check fire safety equipment and emergency lights and log details; advise Premises Assistant of any issues
- Monitor stocks of cleaning materials
- Conduct whole site audit to check on school premises and maintenance including external play equipment, lighting and fences and report any issues to the School Business Manager.
- Monitor the standards of cleaning with the school and report to the School Business Manager on any issues – lack of hours, poor standards, non-completion of tasks requested in the Cleaning Book
- Ensure Rubbish and Recycling Bins are emptied on the correct days and chase non-collection

Monthly Duties

- Take electricity and gas meter reading and report to the Premises Assistant by the 1st of the month;
- Restock all air freshener units.
- Undertake legionella testing and record appropriately
- Ladder checks

Annual Duties with the Premises Assistant

- Arrange Legionella Inspection
- Arrange servicing of heating and plan equipment
- Arrange fire alarm and extinguishers servicing/tests
- Arrange urinal servicing
- Arrange Internal and external play and PE equipment service and inspections and action